

NATIONAL SCIENCE FOUNDATION
4201 WILSON BOULEVARD
ARLINGTON, VA 22230

Dear Survey Respondent:

We are requesting your assistance in completing this year's Survey of Federal Science and Engineering (S&E) Support to Universities, Colleges, and Nonprofit Institutions (Federal support survey). **Prior to the FY 1998 survey cycle, the National Science Foundation implemented a Federal support survey data collection system available through the World Wide Web on the Internet.** Attached to this letter you will find an informational brochure that explains how to use the new Federal support survey's Web data collection system (FSSWEB). To submit your agency's data over the Web, the address for FSSWEB is <http://www.grc.com/fssweb>. Your Web user ID is «FSUserID» and the password is «FSPassword».

As you know, this survey is the source for the National Science Foundation's annual publication *Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions*. Your response is due by **May 15, 2000**. If, however, your current data system does not enable you to respond by that date, please notify us as soon as possible. We will review your survey response in conjunction with a review of data from the companion Survey of Federal Funds for Research and Development. We will be contacting you to assist us in this effort.

The National Science Foundation Act of 1950, as amended, provides the mandate for this interagency reporting system. The academic sector produces most of the Nation's scientists and engineers and performs about one-half of all federally sponsored basic research. The characteristics and distribution of Federal academic and/or nonprofit funds are of interest to science and technology policy officials at all levels of government, to academic administrators, and to industry and nonprofit personnel. This survey is the only source of detailed data on Federal S&E obligations to individual universities, colleges, and nonprofit organizations and therefore attracts a wide audience. Specific users include the *Chronicle of Higher Education* and EPSCoR (Experimental Program to Stimulate Competitive Research). EPSCoR was established in 1979 to broaden the geographic distribution of research opportunities. In conjunction with State and industry leaders' efforts, EPSCoR assists States that have historically received little Federal R&D funding, and that have demonstrated a commitment to develop their research bases and improve science and engineering research and education programs at their universities and colleges to compete more successfully for such funding.

Please note that you will not receive hard copies of the *Instructions and Specifications for Reporting to the Annual Survey of Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions*, or the *Code Book for Compatible Statistical Reporting of Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions*. These documents are available through FSSWEB.

Each year the number of nonprofit institutions receiving Federal support continues to grow, please pay particular attention to your agency's obligations to each of these institutions listed in the *Code Book*. Also, please report any nonprofit institution that received R&D and/or R&D plant obligations from your agency, **regardless of amount**, even if it is not listed in the *Code Book*. See the Web system's help documentation for reporting obligations to institutions not listed in the *Code Book*.

Also refer to FSSWEB's help documentation to review a list of the most frequently encountered problems identified in recent agency submissions. Your attention to these items will help reduce the editing time, resulting in earlier release of the data.

Please call Keri Leibensperger of QRC at (301) 657-3077, ext. 179, if you are unable to provide your response on FSSWEB. To submit your agency's data on FSSWEB, the address for the Web data collection survey is <http://www.qrc.com/fssweb>. We request that your agency's submission be submitted to NSF no later than **May 15, 2000**.

You may also call Ms. Leibensperger, or Rosemary Penna at (301) 657-3077, ext. 322 if you need additional help. Ms. Leibensperger and Ms. Penna can also be reached through the Internet at lkeri@qrc.com or rpenna@qrc.com.

Cost and person-hour estimates are included in the General Services Administration clearance requests for this survey. It would be very helpful if your agency could furnish NSF with an estimate of the operational costs incurred and the person-hours expended in the preparation of your annual submission. Please furnish these estimates on FSSWEB once you submitted your data to NSF.

We greatly appreciate your assistance in our ongoing survey activities and we look forward to your continued cooperation and support in this year's data collection effort. If you have any questions regarding the reporting requirements, please do not hesitate to contact me at (703) 306-1772 or through the Internet at rbenno@nsf.gov.

Sincerely,

A handwritten signature in cursive script that reads "Richard Bennof". The signature is written in black ink and is positioned above the typed name and title.

Richard Bennof
Science Resources Analyst
Research and Development Statistics Program
Division of Science Resources Studies

Enclosures